

# Recommended Timeline - Charter Boards Not Serving as Charter Trust Land Councils



2023-2024 **ALL CAPS ITEMS ARE REQUIRED**

## Before the School Year Begins

- Provide direction on the policy and procedure to elect a Charter Trust Land Council

## October

- **PROVIDE TRAINING FOR THE CHARTER TRUST LAND COUNCIL**
  - Training materials and training opportunities are available on the [School LAND Trust website](#)
  - An LEA may request training on the [training bookings site](#)
- **REVIEW PRINCIPAL ASSURANCE FORMS ON THE [SCHOOL LAND TRUST WEBSITE](#)**
- Review school website requirements for compliance after Oct. 20th- See Page 2 below

## November, December, January & February

- **PROVIDE REPORTS TO COUNCILS ABOUT LEA DIGITAL CITIZENSHIP AND SAFETY PLANS**
- **PARTICIPATE IN REQUIRED BOARD TRAINING PRIOR TO:**
  - Receiving the annual report on the prior year's School LAND Trust Plan implementation
  - **REVIEWING UPCOMING SCHOOL PLANS FOR APPROVAL**
- **COMPLETE CHARTER LEA ASSURANCE- See Page 2**

\*Charter Final Reports may not be reviewed by the School Children's Trust Section until the LEA Charter Assurance is completed. Upcoming School Plans cannot be submitted until the Final Report is finalized.

## Before March 1

- **COMPLETE REVIEW OF SCHOOL LAND TRUST FINAL REPORTS BY MARCH 1ST**

## Before April 1

- **REVIEW UPCOMING SCHOOL LAND TRUST PLANS, REQUEST EDITS AS NEEDED**
- **APPROVE PLANS ONLINE AS APPROVER**

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## Website Postings

- **UPDATE REQUIRED SCHOOL WEBSITE INFORMATION**
  - **MEMBER NAMES AND A WAY TO CONTACT THEM**
  - **PROPOSED MEETING SCHEDULE FOR THE YEAR**
  - **INVITATION FOR PARENTS TO SERVE ON THE COUNCIL**
  - **UPDATED RULES OF ORDER & PROCEDURE REVIEW**
  - **Teacher AND STUDENT SUCCESS ACT PLAN (TSSA)**
  - **Recommend a school-specific link copied from the Public Reports page on the School LAND Trust website**
    - **LINKS TO PLANS AND REPORTS**
      - **CURRENT YEAR PLAN**
      - **TWO PRIOR YEAR PLANS**
    - **CURRENT DISTRIBUTION AMOUNT**
  - **(Google Doc or other application that allows anyone with the link to view, allows a few individuals to edit and save):**
    - **MINUTES FOR AT LEAST A YEAR**
    - **MEETING NOTICE, AGENDA, AND DRAFT MINUTES- ONE WEEK IN ADVANCE OF A COUNCIL MEETING**

## Assurances in the LEA Charter Assurance- Requirements in the law

- Charter Trust Land Council has submitted the Membership Form and Principal Assurance
- Identify the use of the Board or an Elected Charter Trust Land Council
- Required Website Postings are on the School Website
- Training has been provided for the:
  - Charter Trust Land Council
  - Board
  - Business Administrator